



## INSTRUCTIONS FOR THE 2010-2011 US EMBASSY POLICY SPECIALIST PROGRAM (EPS)

This program is funded by the US Department of State (Title VIII Program)

**Application Deadline: March 15, 2010**

### **About IREX (International Research & Exchanges Board)**

IREX is an international nonprofit organization providing leadership and innovative programs to improve the quality of education, strengthen independent media and foster pluralistic civil society development. Founded in 1968, IREX has an annual portfolio of \$60 million and a staff of over 500 professionals worldwide. IREX and its partner IREX Europe deliver cross-cutting programs and consulting expertise in more than 100 countries.

### **EPS Overview**

The US Embassy Policy Specialist Program (EPS) provides funding for US scholars and professionals to travel to Eurasia and serve US Embassies and/or Consulates as policy specialists on a chosen topic and also pursue their own research project independently. Fellowships are available to successful applicants who demonstrate how their experience, skills, and knowledge will benefit US Embassy/Consulate personnel, as well as the academic merit and feasibility of their proposed research.

Fellowships last from one to two months, and their length and dates will be determined in consultation with the specific Embassy/Consulate. Examples of Embassy/Consulate service can include conducting field research, writing policy papers, consulting Embassy/Consulate staff, and assisting with grant panels. Depending on the needs of the individual Embassy/Consulate, fellows may spend all or part of the time on-site at the Embassy/Consulate or work from a remote location in country.

### **Placement**

This year, the US Embassy Policy Specialist Program is accepting applications for the following placements:

#### **Armenia**

- ***Economics:*** The US Embassy in Yerevan is seeking a specialist to conduct research on the potential economic opportunities for Armenia resulting from improving relations with Turkey and Azerbaijan. Particular areas of interest include economic benefits to the telecommunications, transportation, and energy networks, as well as agricultural and industrial sectors.

**Requested fellowship length:** 4 weeks

- ***Anti-Corruption/Economics:*** The US Embassy in Yerevan is seeking a specialist with the knowledge of international anti-corruption efforts to quantify the potential revenue gains for the Government of Armenia resulting from implementation of effective anti-corruption programs.

**Requested fellowship length:** 8 weeks

**Qualifications unique to these placements:** PhD candidates working towards their dissertation are preferred. Fluency in Russian or Armenian is preferred, but not required.

## Azerbaijan

- **Economic Development:** The US Embassy in Baku is seeking a specialist to conduct research on sector diversification efforts in Azerbaijan with a particular focus on the government's stated priorities of promoting the communications, agricultural, tourism, and services sectors.

**Requested fellowship length:** 6 weeks

- **Alternative and Renewable Energy:** The US Embassy in Baku is seeking a specialist to conduct research on renewable and alternative energy initiatives in Azerbaijan, including development of solar, wind, and hydroelectric power. The Embassy is also interested in the plans for incorporating these energy resources into the existing energy grid and making them cost competitive for the end consumer.

**Requested fellowship length:** 4 weeks

- **History:** The US Embassy in Baku is seeking a specialist to conduct research on the Azerbaijan Democratic Republic of 1918-1920 as the first secular Muslim republic in the world. The research should focus on the biographies of the key actors in its founding, the principles of its constitution, the functioning of its parliament, its foreign policy, as well as the legacy of the ADR in today's Azerbaijan and Turkey.

**Requested fellowship length:** 8 weeks

**Qualifications unique to these placements:** Candidates with either Azerbaijani or Russian language are strongly preferred.

## Georgia

- **Higher Education & Public Policy:** The US Embassy in Tbilisi is seeking a specialist to conduct research on the impact of the Georgian Institute of Public Affairs (GIPA) on the public policy and civil society in Georgia, focusing specifically on how its graduates have shaped policy and informed public opinion.

**Requested fellowship length:** 6 weeks

**Qualifications unique to this placement:** Graduate or post-graduate experience in survey design and statistical analysis. Georgian or Russian language skills are preferred, but not required.

- **Civic Engagement:** The US Embassy in Tbilisi is seeking a specialist to evaluate the level of civic participation (participatory democracy) among the ordinary citizens of Georgia, using formal research and evaluation methods. The resulting data will inform US foreign assistance goals and will serve as a baseline for the US Agency for International Development (USAID) civil society and civic education programs in Georgia.

**Requested fellowship length:** 8 weeks

**Qualifications unique to this placement:** Graduate or post-graduate study of the post-Soviet countries. Georgian or Russian language skills are preferred, but not required.

- **Higher Education:** The US Embassy in Tbilisi is seeking a specialist to conduct an evaluation of the state of academic research practices in higher education institutions in Georgia. The study should focus specifically on the training of students in research methods, research-based publications, the adoption of Western practices into academic research, as well as a comparison between Georgian institutions and those of post-Soviet and Eastern European countries.

**Requested fellowship length:** 6 weeks

**Qualifications unique to this placement:** Expertise in American and European research methodology, including applied statistics. Georgian or Russian language skills are preferred, but not required.

### **Kazakhstan**

- **Civil Society:** The US Embassy in Astana is seeking a specialist to conduct research on both the indigenous and foreign think tanks in Kazakhstan (economic, security, and political) and their role in policymaking.

**Requested fellowship length:** Will be determined in consultation with the Embassy.

- **Foreign Relations:** The US Embassy in Astana is seeking a specialist to conduct research on Kazakhstan's relationship with China, including energy deals, China's political influence, and issues related to the Uyghurs.

**Requested fellowship length:** Will be determined in consultation with the Embassy.

- **Politics:** The US Embassy in Astana is seeking a specialist to conduct research on Kazakhstan's current power centers/clans, focusing specifically on their economic control, interest alignment and connections, as well as factors influencing their connections and networks (i.e. ethnicity, family and professional ties, etc.)

**Requested fellowship length:** Will be determined in consultation with the Embassy.

**Qualifications unique to these placements:** Russian and/or Kazakh languages are highly recommended; knowledge of Chinese would be beneficial for the Foreign Relations placement.

### **Kyrgyzstan**

- **Foreign Investment and Trade:** The US Embassy in Bishkek is seeking a specialist to conduct in-depth field research on the characteristics of Kyrgyzstan's main trade and investment partnerships and future opportunities for foreign trade and investment in Kyrgyzstan. The research should go beyond trade statistics to include visits to relevant institutions and interviews with key actors.

**Requested fellowship length:** 4 to 8 weeks

- **Labor Migration:** The US Embassy in Bishkek is seeking a specialist to conduct research on the Kyrgyz labor migration, particularly the remittances sent by the guest workers abroad, their effect on the labor market and the economy, as well as the changing role of women in the labor market.

**Requested fellowship length:** 4 to 8 weeks

- **Kyrgyz Attitudes towards the United States:** The US Embassy in Bishkek is seeking a specialist to investigate the attitudes of the Kyrgyz people toward the United States, particularly in comparison with their attitudes towards other countries and the regional and socio-economic differences in the attitudes.

**Requested fellowship length:** 4 to 8 weeks

**Qualifications unique to these placements:** Russian language ability is preferred.

## Moldova

- **Democracy Building/Civil Society:** The US Embassy in Chisinau is seeking a specialist to conduct research on constitutional reform, presidential and parliamentary elections, and political party development in Moldova.

**Requested fellowship length:** 4 to 8 weeks

- **Transnistria:** The US Embassy in Chisinau is seeking a specialist to conduct research on conflict settlement and/or internal politics in Transnistria.

**Requested fellowship length:** 4 to 8 weeks

**Qualifications unique to these placements:** Previous research and publications on Moldova, as well as relevant language skills are preferred.

## Russia

- **History of US-Russia Relations:** The US Consulate in St. Petersburg is seeking a specialist to conduct research on the 200 year history of US-Russia relations, focusing on the relationship beyond diplomatic ties and missions.

**Requested fellowship length:** Will be determined in consultation with the Consulate.

**Qualifications unique to this placement:** The post is looking for a candidate who has or is working towards a PhD and has a strong knowledge of Russian.

- **Environment:** The US Embassy in Moscow is seeking a specialist to conduct research and produce analytical data on environmental issues in Russia, including trends in environmental protection, environmental monitoring, and environment-related activities of Russian NGOs and political parties.

**Requested fellowship length:** Will be determined in consultation with the Consulate.

**Qualifications unique to this placement:** Russian language skills are required for this position.

## Tajikistan

- **Politics:** The US Embassy in Dushanbe is seeking a specialist to conduct research on Tajik attitudes towards and relations with other groups in Tajikistan and in neighboring countries, particularly Uzbeks/Uzbekistan and Chinese/China.

**Requested fellowship length:** 4 to 8 weeks

- **Energy Economics:** The US Embassy in Dushanbe is seeking a specialist to conduct research on energy economics in Tajikistan, with a particular focus on hydroelectric power. The embassy is interested in the economics of existing and planned energy generation projects, energy distribution system, pricing structures, as well as other related topics.

**Requested fellowship length:** 4 to 8 weeks

- **History:** The US Embassy in Dushanbe is seeking a specialist to conduct research on the history of Tajikistan, looking at either: 1) the development of Tajik national identity in the pre-Soviet and/or Soviet periods, or 2) a topic of the researcher's choice examining the ancient or early modern history of the region.

**Requested fellowship length:** 4 to 8 weeks

**Qualifications unique to these placements:** N/A

## Turkmenistan

- **Agriculture:** The US Embassy in Ashgabat is seeking a specialist to conduct research on the agricultural sector in Turkmenistan, focusing particularly on genetic breeding practices and seed bank development and management.

**Requested fellowship length:** Will be determined in consultation with the Embassy.

- **Alternative Energy:** The US Embassy in Ashgabat is seeking a specialist to conduct research on the introduction and use of alternative energy in Turkmenistan.

**Requested fellowship length:** Will be determined in consultation with the Embassy.

**Qualifications unique to these placements:** Fluency in Russian and/or Turkmen.

### **Fellowship Provisions**

The grant covers travel and living expenses, as well as provides the following fellowship support:

- Roundtrip airfare from the United States to the host country;
- Stipend to cover in-country costs for meals, incidentals, research materials, and local transportation;
- In-country housing;
- Visa expenses;
- Medical evacuation insurance;
- Pre-departure logistical support; and
- Field office assistance.

### **Technical Eligibility Requirements**

Each applicant must:

- Be a US citizen or permanent resident (green card holder) in the United States;
- Be able to complete the fellowship between July 1, 2010 and August 31, 2011 (final grant dates will be determined with the Embassy/Consulate);
- Submit a complete application package by March 15, 2010;
- Hold a PhD or other graduate degree at time of application (MA, MS, MFA, MBA, MPA, MLIS, MPH, JD, MD); and
- Have fulfilled all requirements from previous IREX grants.

Current IREX employees or consultants and their immediate family members (spouses, parents, children, and siblings) are not eligible to compete in any IREX-administered grant programs, either as individuals or as the responsible party representing an institutional applicant.

IREX does not discriminate against grant applicants because of race, color, religion, sex, age, national origin, disability, or any other protected characteristic as established by US law. IREX reserves the right to verify all of the information included in the application. In the event that there is a discrepancy, or information is found to be false, the application will immediately be declared invalid and the applicant ineligible. ***Applications not meeting the above technical eligibility requirements will not be forwarded to the selection committee.***

### **Selection Process and Criteria**

The US Embassy Policy Specialist Program is conducted as a merit-based open competition. After the deadline, all eligible applications will be reviewed by a selection committee. The IREX selection committee for this program is composed of senior scholars, who represent a broad cross-section of US academic institutions and disciplines, and US Embassy officials. Selection committee members are familiar with IREX programs and, in many cases, have participated in an IREX program at some point in their academic careers. IREX staff provides administrative support only and does not vote in the final selections.

The selection committee considers the following when evaluating applications (not in any particular order):

- Knowledge, skills and experience relevant to selected placement;
- Regional experience;
- Academic and professional credentials;
- Potential to significantly contribute to a US Embassy/Consulate; and,
- Merit of individual research project.

All applicants will be notified of their status in May 2010.

### General Application Instructions

- All forms and supporting materials must be typed. Handwritten and low-resolution printed materials will not be accepted.
- You may apply for more than one country placement, but please complete a separate application with relevant research statement for EACH placement.
- Include your name on each page of the supporting materials. If the space on the forms is insufficient for your answers, attach an additional sheet to the appropriate form. **Please use 8 1/2" x 11 white paper only.**
- **Question 1:** Your name as it will appear on all documents related to this grant.
- **Question 2:** Place of birth should include either city and state or city and foreign country.
- **Question 9: Grant Travel Dates:** Indicate dates between July 1, 2010 and August 31, 2011 when you wish to begin your program. Final grant dates will be determined in consultation with the Embassy/Consulate.
- **Question 11: Highest Degree Obtained:** Please list the highest academic/professional degree you have obtained and the institution from which it was received.
- **Questions 12-14: Language Proficiency Self Evaluation:** Please evaluate your knowledge of the language(s) spoken in the country you plan to visit. Use the following to assist you in rating your language skills:
  - **1 - Beginning:** Would need to study the language at an elementary level.
  - **2 - Poor:** Able to read with difficulty, understand slow speech, use language to get around but not as a means of exchanging ideas.
  - **3 - Fair:** Able to read at least half as fast as English, understand ordinary native speech, and carry on an exchange of ideas, although haltingly.
  - **4 - Good:** Able to handle the language with almost complete ease, though with a foreign accent or lack of complete control of idiomatic speech.
  - **5 - Fluent:** Native fluency or the equivalent.
- **Sign the application** at the bottom of page 6. Unsigned applications will not be considered.

### Additional Required Documents

#### I. Interest Statement

The most critical part of this application is the interest statement. Your interest statement must address all of the following: 1) Why this program interests you; 2) What skills and experience you possess that would be useful to the Embassy/Consulate; 3) Describe the research you plan to pursue during this program with respect to the Embassy topic (please also briefly describe any additional personal research you plan to pursue during the program). **The interest statement must be between 1,000 to 2,500 words in length and attached to your application as a separate document. Longer proposals will not be considered.** Since some of the selection committee members are not specialists in your field, describe your research in language understandable to scholars in general.

## II. Curriculum Vitae (C.V.)

A Curriculum Vitae (C.V.) must be submitted with the application. Please limit the C.V. to **no more than ten pages in length.**

### Submission Instructions

1. A complete application should include one original and three copies of the following:
  - Completed Application Form
  - Interest Statement
  - Curriculum Vitae

**Note:** If you are applying for more than one Embassy/Consulate placement, please submit a separate application and supporting materials for each placement.

2. Applications may be submitted to IREX via mail, email or fax:  
**MAIL:** Mail the signed original application **along with three stapled copies** (four applications total for IREX—and remember to make a copy for your files), and all supplementary materials to:

Attn: US Embassy Policy Specialist Program  
IREX  
2121 K Street, NW, Suite 700  
Washington, DC 20037

**EMAIL:** Email signed application and supporting materials as **one PDF file** to [eps@irex.org](mailto:eps@irex.org). Please confirm receipt of your application materials with IREX staff.

**FAX:** Fax signed application and supporting materials to the attention of EPS at 202-628-8189.

\*\*\*Please note that IREX will not accept extraneous materials with application (such as videotapes, books, CD-ROMs, letters of recommendation, etc.)\*\*\*

3. After you have submitted the application, report any changes of information immediately to the attention of US Embassy Policy Specialist Program.

E-mail: [eps@irex.org](mailto:eps@irex.org)

Telephone: 202-628-8188

Fax: 202-628-8189